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Approved For Release 2003/04/29 : CIA-RDP84-00780R006300160006-2

Next 1 Page(s) In Document Exempt

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~~CONFIDENTIAL~~

DD/A Registry  
File 04M-1

DD/A 75-4363

15 September 1975

MEMORANDUM FOR: Mr. [REDACTED]  
Management Advisory Group

SUBJECT : Employee Security Briefings

25X1

1. On 9 July 1975, you forwarded a memorandum to the DCI, subject: Employee Security Briefings. Your memo was forwarded to this office for action.

2. An appropriate employee notice was drafted pointing up the variety of non-CIA personnel having access to Agency buildings, and the requirement for practicing the "need-to-know" discipline. We were about to go to press with the notice specifically addressing your suggestions when I reviewed [REDACTED] (copy attached) published 5 August 1975, which you may agree satisfies your desire for bringing this matter to the attention of Agency employees. While it does not comply to the letter, the intent is certainly implied. I should think this 5 August notice would obviate the necessity of putting out another notice covering generally the same concerns.

3. I would also like to point up [REDACTED] (copy attached) which, although it does not get the same circulation as a Headquarters Notice, does address the "need-to-know" principle with regard to loose talk.

4. If you are not in agreement that this matter can be considered closed, I would be happy to discuss it with you.

Downgrade to Admin-Internal Use Only  
Upon Removal of Enclosure

[REDACTED]  
Executive Officer, DDA

Attachments

Distribution:

Orig - Adse. w/atts

1 - DDA Subject w/atts

1 - DDA Chrono

1 - RFZ Chrono

~~CONFIDENTIAL~~

25X1

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ADMINISTRATIVE - INTERNAL USE ONLY

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This Notice Expires 1 September 1976

SECURITY

5 August 1975

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SECURITY INSTRUCTIONS RELATED TO  
DAYTIME CLEANING, MAINTENANCE, AND REPAIR OF AGENCY OFFICES

1. Daytime cleaning, maintenance, and repair of Agency offices are undesirable for security reasons but have become necessary. Continuing security awareness by all personnel is therefore required. Although subject to security screening, persons engaged in these activities are not cleared for access to classified information. Their Facility Access Approvals only permit access to Agency buildings.

2. To minimize the possibility of security compromise, the following procedures have been established:

a. Cleaning, maintenance, and repair personnel have been instructed to knock or otherwise announce their presence before entering a room and to remain outside the room until authorized to enter. Failure to comply with this requirement is to be brought to the attention of the Chief, Logistics Services Division.

b. Supervisors will establish a system for admitting and closely monitoring cleaning, maintenance, and repair personnel while they are in office areas. The supervisor will designate a specific employee(s) to escort them unless the area is so small, e.g., a single room, that an escort is superfluous, or unless the cleaning, maintenance, or repair personnel are accompanied by an escort from the Office of Security.

c. Supervisors will ensure that, before cleaning, maintenance, or repair personnel are admitted, all employees are informed of their arrival and all classified or controlled documents are secured or covered; that all discussion of classified or controlled information is suspended until after these persons have left; that any telephone calls on the red, gray, or green lines are terminated and no new calls are made or accepted while these persons are present; that safe drawers are closed; that any temporarily vacated room is secured; and that employees assume responsibility for the security of classified or controlled documents in the custody of any employee who may be out of the office. These requirements apply even if the cleaning, maintenance, or repair personnel are accompanied by an escort from the Office of Security.

d. If security considerations prevent access by cleaning, maintenance, or repair personnel, they should be requested to return at a later time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE  
Deputy Director

DISTRIBUTION: ALL EMPLOYEES (14/6)  
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Administration

ADMINISTRATIVE - INTERNAL USE ONLY

CHAPTER II: SECURITY IN OFFICE ROUTINE

8. HANDLING OF CLASSIFIED OR CONTROLLED INFORMATION OR MATERIAL

a. "NEED-TO-KNOW" PRINCIPLE

The need-to-know principle is a common sense practice used to protect sensitive and classified sources, methods, operations, and information of the Agency. Application of the need-to-know principle requires compliance with the following:

- (1) Personnel must make certain of the identity, clearance and need-to-know of individuals requesting classified or controlled information and documents [redacted] Such information and documents must be given only to those whose duties require it. Conversely, personnel must not attempt to obtain information or material they do not need to know to perform their official duties. A security clearance is not in itself authorization to receive or pass classified or controlled information. 25X1
- (2) Discussion of the activities of a component or project with personnel who have no need-to-know is strictly forbidden. Personnel transferred from a component or project who no longer have a need-to-know are not privileged to be kept informed of its activities.
- (3) No employee will permit classified or controlled documents to be so exposed that they can be read, in whole or in part, by visitors or by employees not authorized to have access to them.

b. LOOSE TALK

- (1) Employees are not to relay rumors about Agency operations, activities, or participation in any international development, or to discuss publicly without prior authorization the probable or possible impact of an international development upon the Agency.
- (2) Employees are not to discuss classified or controlled information in hallways, elevators, restrooms, or cafeterias or in any public place. No classified or controlled information will be discussed at outside social gatherings.
- (3) Employees are to exercise particular care not to discuss classified or controlled information while repairmen, painters, telephone personnel, GSA personnel, guards, char force, or other non-Agency personnel are in their area.

Revised: 26 November 1974

9

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Substitute this for 1st sentence  
in para 2:

These groups of people do have  
appropriate facility access  
approvals to handle their jobs  
and steps are being taken to  
provide them with periodic  
security briefings. (Rest of  
para. is same as before.)

9/11/75

Talked to Marty in  
Rego Control. She will  
make end change.

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in publication form. Also, would point out  
expiration date--15 October--as our HN format  
is "Current until Rescinded" if published in  
Notice form.

del 9 Sept 1975

*Substantive OK  
re have it prepared  
in proper format*

9 SEP 1975

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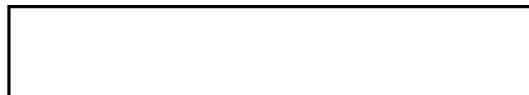
**DDA Registry**

**File** OFMI

14 AUG 1975

MEMORANDUM FOR: Acting Deputy Director for Administration  
SUBJECT : Employee Notice Suggested by MAG  
REFERENCE : Memo to DCI fr MAG, dtd 9 July 75,  
Subject: Employee Security Briefings  
(ER 75-3314, DD/A 75-3377)

Attached is an Employee Notice which we feel will adequately respond to MAG's proposal contained in the last paragraph of reference.



Robert W. Gambino  
Director of Security

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Attachment

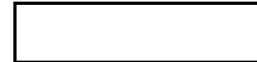
Distribution:  
Orig - RCB via EO-DDA; A/DDA; DDA  
① - DDA Subject w/att

OS 5 5428 A

ADMINISTRATIVE-INTERNAL USE ONLY

This Notice Expires 15 October 1975

SECURITY



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SECURITY IN AGENCY BUILDINGS

1. A variety of CIA-associated personnel, such as GSI cafeteria employees, Federal Protective Officers, char force personnel, electricians, plumbers, carpenters, and telephone technicians, have unescorted access to Agency buildings and personnel, yet do not require knowledge of classified information in the performance of their duties. It is important for their protection and the Agency's, therefore, that these individuals not be afforded access to classified documents, materials, or information.

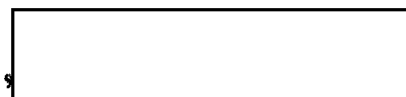
2. These groups of people do have (appropriate security clearances) and steps are being taken to provide them with periodic security briefings. It is essential, however, that Agency employees be mindful of their presence and exercise the need-to-know principle in their discussions with or in the presence of these personnel.

ILLEGIB



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9/11/75  
not to be published per  
to similarity between this notice



due STAT  
5 Aug 75

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SECURITY



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### SECURITY IN AGENCY BUILDINGS

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2. Steps are now being taken to provide each of these support groups with an updated security briefing varying from 20 minutes to 1-1/2 days, depending on the nature of their association with Agency activities. It will be some time, however, before all of these new briefings can be completed. Meanwhile, it is essential that Agency employees emphasize the need-to-know principle in their daily associations with these personnel.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

JOHN N. MCMAHON  
Acting Deputy Director  
for  
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

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75-3314

DDA 75-3377

The OAM (MAG)

9 July 1975

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Employee Security Briefings

MAG has explored CIA's briefing program for non-CIA employees performing housekeeping and related support activities in CIA buildings. Attention was focused on Government Services Incorporated (GSI) and General Services Administration (GSA) personnel who have a considerable degree of access to CIA offices, buildings and personnel.

Our interest in this matter evolved from reports that employees under cover are vulnerable to possible compromise by GSI and GSA employees who are unwitting of the Agency's need to employ and maintain cover legends.

The Office of Security responded positively to the inquiries of MAG and is now taking steps to implement security indoctrination briefings for all persons who are granted access to Agency buildings but do not now receive such briefings.

MAG suggests that CIA circulate an employee notice advising on the variety of non-CIA personnel having access to Agency buildings, the extent to which they have been briefed, and the requirement for practicing the "need to know" discipline by all employees.



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for  
The Management Advisory Group

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